

## Summary Form Instructions

**All data is required for each fund type (G&A, Recharge, Organizational Support) for which you are requesting funding. For each line shown on the summary report, you must have a supporting work package front sheet.**

Items 1 through 11 pertain to G&A.

Items 12 through 25 pertain to Recharge.

Items 26 through 37 pertain to Organizational Support.

### General and Administrative

- 01 Responsible Organization:** Identify the organization (division or program office) requesting funding.
- 02 Product Code:** Identify the Product Code(s) to which the work package relates. If there is more than one Product Code that relates to this work package, provide the Product Code and Product Code % for each subsequent product using one Code per line. Provide the work package number (WP#), WP Title, and funding information, Items 6 through 10, for the first product **only**.
- 03 Product Code %:** Identify what percentage of the work package involves the Product Code. Provide a percentage for each Product Code listed in Item 2.
- 04 WP#:** Identify the work package number. Each work package should be listed on a separate line.
  - If this is an **ongoing** activity, provide the same work package number that was used for FY96.
  - If you are uncertain of the work package number, look up the number using the FY96 Indirect Budget Book or FMIS (program code short description) or contact BUS-3 for assistance. **Note:** BUS-3 will be providing this form on disk with all work packages that were funded in FY96 or had activity in FY96.
  - If this is a **new** activity, leave this line blank or write in "NEW."
- 05 WP Title:** Indicate the title of the program/work package.
- 06 Pgm Code:** Indicate the program code to be used (for G&A this must be a W code), or indicate "NEW" if it is a new activity.
- 07 Target FTE:** Indicate the FTEs that can be supported by this work package at the target level.
- 08 Target \$k:** Indicate the target amount requested (in thousands of dollars) for the work package.
- 09 Requirements FTE:** Indicate the FTEs that can be supported by this work package at the requirements level.
- 10 Requirements \$k:** Indicate the amount requested for the work package in the requirements case. It is rare that the requirements case differs from the target case.
- 11 Total G&A Submission:** Indicate the total of the Target amount column. The total **MUST** be equal to or less than the organization's target provided by BUS-3. If it is not, the entire package will be returned to the submitting organization for revision.

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## Summary Form Instructions (continued)

### Recharge

- 12 **Responsible Organization:** Identify the organization (division or program office) requesting funding.
- 13 **Recharge Pool Title:** Indicate the Recharge pool being funded from the listed work packages.
- 14 **Product Code:** Identify the product code to which the work package relates. If there is more than one Product Code that relates to this work package, provide the Product Code and Product Code % for each subsequent product using one Code per line. Provide the work package number (WP#), WP Title, and funding information, Items 6 through 10, for the first product **only**.
- 15 **Product Code %:** Identify what percentage of the work package involves the Product Code. Provide a percentage for each Product Code listed in Item 14.
- 16 **WP#:** Identify the work package number. Each work package should be listed on a separate line.
- If this is an **ongoing** activity, provide the same work package number that was used for FY96.
  - If you are uncertain of the work package number, look up the number using the FY96 Indirect Budget Book or FMIS (program code short description) or contact BUS-3 for assistance. **Note:** BUS-3 will be providing this form on disk with all work packages that were funded in FY96 or had activity in FY96.
  - If this is a **new** activity, leave this line blank or write in "NEW."
- 17 **WP Title:** Indicate the title of the program/work package.
- 18 **Pgm Code:** Indicate the program code to be used (for Recharge this must be an X code), or indicate "NEW" if it is a new activity.
- 19 **Requirements FTE:** Indicate the FTEs that can be supported by this work package at the requirements level.
- 20 **Requirements \$k:** Indicate the amount requested (in thousands of dollars) for the work package in the requirements case.
- 21 **Recovery Assuming Constant Volume:** Indicate what your recovery for this Recharge would be if the volume in FY97 is the same as that projected for FY96. To do this, multiply your FY97 requested rates (those supported by rate sheets) by your FY96 volume for these activities.
- 22 **FY96 Anticipated Recovery:** Indicate the anticipated recovery amount of revenue expected to be generated for this Recharge in FY96.
- 23 **Reduction/Increase % from FY96 to FY97:** Calculate the % amount based on the previous two lines (Recovery Assuming Constant Volume divided by FY96 Anticipated Recovery). This will indicate the reduction or increase in this Recharge that is proposed at the requirements level.
- 24 **Targeted Reduction:** Specify the approved targeted reduction provided by BUS-3.
- 25 **Requested Increase/Decrease in Rates:** Calculate this amount based on the previous two lines. This

will indicate whether this Recharge meets, exceeds, or is below the targeted reduction for the Recharge.

## Summary Form Instructions (continued)

### Organizational Support

- 26 Responsible Organization:** Identify the organization (division or program office) requesting funding.
- 27 Product Code:** Identify the product code to which the work package relates. If there is more than one Product Code that relates to this work package, provide the Product Code and Product Code % for each subsequent product using one Code per line. Provide the work package number (WP#), WP Title, and funding information, Items 6 through 10, for the first product **only**.
- 28 Product Code %:** Identify what percentage of the work package involves the Product Code. Provide a percentage for each Product Code listed in Item 27.
- 29 WP#:** Identify the work package number. Each work package should be listed on a separate line.
- If this is an **ongoing** activity, provide the same work package number that was used for FY96.
  - If you are uncertain of the work package number, look up the number using the FY96 Indirect Budget Book or FMIS (program code short description) or contact BUS-3 for assistance. **Note:** BUS-3 will be providing this form on disk with all work packages that were funded in FY96 or had activity in FY96.
  - If this is a **new** activity, you will leave this line blank or write in "NEW."
- 30 WP Title:** Indicate the title of the program/work package.
- 31 Functional Area Cost Account:** Indicate the functional area that is supported by this work package.
- (01) Director's Office
  - (02) Public, Governmental, Community Outreach
  - (03) Legal
  - (04) Institutional Program Development
  - (05) Management and Administration
  - (06) Financial Management
  - (07) Property Acquisition and Management
  - (08) Human Resources
  - (09) Training
  - (10) Environment, Safety, and Health
  - (11) Facilities Management
  - (12) Safeguards and Security
  - (13) Information Infrastructure
  - (14) Library, Mail, and Communications
  - (15) Fabrication
  - (16) Telecommunications
  - (17) Equipment Maintenance and Calibration
  - (18) Quality, Planning, and Policy
  - (19) Other
  - (20) Transition Labor
  - (22) Performance Awards
- 32 Pgm Code:** Indicate the program code to be used (for Organizational Support this must be an XD\*\*,

XG\*\*, or X7\*\* code), or indicate "NEW" if it is a new activity.

## Summary Form Instructions (continued)

- 33** **Requirements FTE:** Indicate the FTEs that can be supported by this work package at the requirements level.
- 34** **Requirements \$k:** Indicate the amount requested (in thousands of dollars) for the work package in the requirements case.
- 35** **Composite Requested FY97 Rate:** Indicate your proposed composite rate for Organizational Support (for Program and Group Support this will be a composite number) based on the rate sheet(s) and work package(s) you have included in your submission.
- 36** **Target Composite Rate:** Specify the target rate provided by BUS-3.
- 37** **Requested Increase/Decrease in Composite Rate:** Calculate the difference between the previous two lines. This will indicate whether the Organizational Support submission meets, exceeds, or is below the targeted reduction.